



Royal Academy of Engineering

Role profile

Job title:	Programme Officer, Sustainable Development
Directorate:	Policy and International
Reports to:	Senior Manager, Sustainable Development

Overall Aim

To support the delivery of a multi-partner symposium, based on the Academy's Frontiers model, focused on green skills in February 2026. This role will be under the guidance of the Senior Manager for Sustainable Development and will involve working closely with the Senior Manager, Africa Programmes and Africa Engineers Steering Committee.

This is a varied role focusing on high-quality grant and stakeholder management, programme and event organisation, logistics, communications and monitoring and evaluation.

The Frontiers model connects researchers, innovators, practitioners and policy makers and encourages them to build interdisciplinary, collaborative networks to address specific global challenges. International participants attend a three-day symposium and then have the opportunity to bid for seed funding, designed to build on the networks formed at the event and prompt collaborative action.

The planned symposium will take place in Kenya and focus on accelerating the green skills transition through skills and innovation. It is a collaboration between the Royal Academy and the United Nations Environment Programme (UNEP) and two Kenyan organisations: Alliance for Greening Skills and Opportunities (AGSO) and Jacob's Ladder. The symposium will build on, and seek to add value, to work that these organisations have already been doing in green skills.

This role will contribute to the successful delivery of the symposium and seed funding round by carrying out organisational, administrative and programme tasks in accordance with Academy procedures. It will contribute to developing and maintaining excellent relations with all stakeholders, including key partners and participants.

Events

- Planning and delivery of large-scale events, including events abroad in LMICs, and/or virtual events and workshops.
- Booking and managing relationships with event venues and travel agents, and booking national and international travel for programme participants, Fellows and staff.

Stakeholder management

- Provision of ongoing support for awardees of the symposium
- Supporting the Senior Manager, Sustainable Development, and Senior Manager, Africa Programmes, in the provision of secretariat functions to the Africa Engineers Steering Committee.
- Representing the Academy at events and meetings in the UK, internationally or online.

Communications

- Supporting the promotion and marketing for the programme through engagement with PR and communications service providers and the Academy's communications team.
- Promotion and marketing support, including development of collateral
- Managing and updating website content.

Grant management

- Undertaking high quality grant design and selection processes, eligibility checking, and reporting processes via the online Grant Management System, and identifying/liasing with experts for peer review and panels
- Supporting work to improve delivery of the application process, ensuring compliance to all required policies and processes, as well as a seamless experience for award holders and programme stakeholders.

MEL

- Monitoring and evaluation of programme outcomes and impacts, using qualitative and quantitative data to capture learnings and improve programme outcomes.
- Contributing to the establishment of more robust monitoring and evaluation systems in the Sustainable Development team to enable the Academy to detail the impact of the programmes.

Strategy development

- Building a specialist knowledge of how UK engineering can contribute to development challenges in LMICs, particularly with relation to green skills.
- Supporting the team in utilising the outputs, networks and relationships created through the programme to further the Academy's strategic objectives.

Wider team support

- Updating and improving current practices through streamlining documentation, creating more efficient administrative processes and designing new templates for programme materials.
- Ensuring continuous flow of best practice and collaboration between the green skills team and the Sustainable Development team.
- Contributing to the continuous improvement and development of administrative and programme management systems, and effective team practices within the Sustainable Development team and the wider Academy.
- Working with colleagues internally to promote and communicate the Academy's international activities.
- Carrying out other tasks as reasonably expected, to deliver the Academy's activities.

Key results

- Contribute to the successful delivery of the green skills symposium.
- Timely and efficient planning and delivery of activities.
- Excellent communication with and high satisfaction of all stakeholders.
- Grant schemes designed and projects selected and managed in line with best practice including effective use of the electronic Grants Management System (training will be provided).
- Programme impact and learning captured and showcased through a robust monitoring and evaluation framework, data analysis and donor reports.
- Excellent management of awardee and relations.
- Maintenance of an attractive and accurate outward profile of activities through the website, reports, videos, case studies and other materials.
- Provision of secretariat support in a timely and effective manner to the Africa Engineers Steering Committee
- Strong working relationships with all key stakeholders including staff, Fellows, delivery partners, and beneficiaries.

Please also be aware of and follow the Royal Academy of Engineering policies and procedures, with particular attention to health and safety, equality and diversity and customer service excellence. To further your development and knowledge you will be expected to attend training as necessary.

The Royal Academy of Engineering reserves the right to amend this role profile as necessary, after consultation with the postholder, to reflect.

Role Experience, Knowledge and Skills Profile

Job Title: Programme Officer, Sustainable Development

	Essential	Desirable
Experience & qualifications	<ul style="list-style-type: none"> • Experience supporting the planning and delivery of events • Experience of managing logistics for events • Strong project management skills • Experience of working with and developing excellent relationships with multiple stakeholders (work with stakeholders in LMICs would be an advantage) • Experience of developing communications content for newsletters, articles and social media • An interest in international development 	<ul style="list-style-type: none"> • Experience of grant management and related best practices • Experience of working in an international development setting • Experience of working in an engineering, science and technology, or a social science environment
Knowledge	<ul style="list-style-type: none"> • Knowledge/comprehension of the role of engineering, technology and science in tackling global challenges • An awareness of diversity and inclusion principles 	
Skills	<ul style="list-style-type: none"> • Strong planning and organisation skills with good attention to detail • Excellent problem solving and time management skills with the ability to effectively manage a workload with multiple streams and perform effectively under pressure • Strong communication skills, both orally and in writing, with the ability to read, present and communicate complex knowledge in a way in which is understandable and relevant to the needs of others • Experience with email marketing packages e.g. DotMailer and evaluation/surveying tools e.g. Smart Survey • Interpersonal skills to be able to effectively build rapport with others and respond appropriately to the needs of different stakeholders and circumstances • Team worker with the ability to work in a collaborative way towards a common goal • Cultural awareness and sensitivity skills with the ability to work effectively with stakeholders from a wide range of backgrounds 	
Personal style and behaviour	<ul style="list-style-type: none"> • Personal commitment to the Academy values and strategy • Highly collaborative and agile working style • Flexible and open minded when dealing with change and comfortable with a degree of uncertainty in workplan • Diplomatic • Comfortable working independently with the ability to work autonomously, take the initiative and be proactive in identifying opportunities and priorities within agreed activities 	
Other requirements	<ul style="list-style-type: none"> • Commitment to high-quality service and efficiency in all aspects of the Academy's operations • Evidenced commitment to equality, diversity and inclusion 	

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| | <ul style="list-style-type: none">• Willingness to travel internationally and sometimes to work outside normal hours as an exception |
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